

## RACQ Foundation | Community Grant Application - Recovery

\* indicates a required field

### Application ID

If you do contact us throughout the application process, please quote the application number below.

### Application Number

This field is read only.

### Natural Disaster Recovery Grant

The recovery grant gives community groups, charities, sporting clubs and First Nations Councils the opportunity to rebuild after natural disasters. The grant must be used to:

- - pay for material items or something tangible; or
  - have a positive community impact; or
  - cover the costs incurred by the organisation in relation to the cleaning and restoration of property with any disaster mitigation works forming a component of the overall grant.

### Recovery Eligibility Criteria

To be eligible for funding your organisation must meet each of the criteria outlined below:

1. Your organisation must be either:
  - a small to medium community organisation;
  - a charity or other organisation with a charitable purpose; or
  - a Queensland First Nations Shire\*.
2. The project must benefit Queenslanders who have been significantly affected by flood, other weather event or natural disaster or seek to prevent such events from negatively impacting on Queensland communities.
3. The project must be completed within 6 months of grant approval.
4. The grant must be used to:
  - pay for material items or something tangible; or
  - have a positive community impact; or
  - cover the costs incurred by the organisation in relation to the cleaning and restoration of property with any disaster mitigation works forming a component of the overall grant.
5. Applications to the RACQ Foundation are expected to be for amounts of up to \$25,000 with requests for amounts of up to \$50,000 in exceptional circumstances only.
6. Applicants may only receive a grant once every 12 months. Applicants which have received grant approval in the previous 12-month period, will not be considered.

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7.Organisations that have not considered appropriate insurance requirements to ensure their assets have adequate insurance coverage (or the available level of insurance), may not be able to obtain a grant for these assets.

8.Where a third party is responsible for repairing or building infrastructure and items and not the organisation (for example a landlord under lease or a local government authority), the third party is responsible for making these repairs or constructions, whether or not covered by insurance, and the organisation is not eligible to make a claim for assistance from the Foundation for these items.

9.The RACQ Foundation Trustee Board may, in its absolute discretion, resolve to provide a grant to organisations that do not strictly meet the above criteria and may provide grants in addition to the cap.

As a general, the RACQ Foundation will not consider funding programs for:

- 1.Political purposes
- 2.Fundraising events or appeals (for example: charity auctions, dinners).
- 3.Salaries which are directly related to the project.
- 4.Sponsorships or scholarships.
- 5.Expenses that ought to be the primary responsibility of government or projects which duplicate existing local, state and federal government projects or programs (for example: SES and P&C associations).
- 6.Works that arise because of a poor history or lack of maintenance.
- 7.Government bodies (excluding Queensland First Nation shires as recognised by Local Government Authority of Queensland\*).
- 8FOUNDATIONS that are grant making bodies.
- 9.Organisations which have received a grant from the RACQ Foundation in the last 12 months.

\*Queensland First Nations Shires:

- Aurukun Shire Council
- Cherbourg Aboriginal Shire Council
- Doomadgee Aboriginal Shire Council
- Hope Vale Aboriginal Shire Council
- Kowanyama Aboriginal Shire Council
- Lockhart River Aboriginal Shire Council
- Mapoon Aboriginal Shire Council
- Mornington Shire Council
- Napranum Aboriginal Shire Council
- Northern Peninsula Area Regional Council
- Palm Island Aboriginal Shire Council
- Pormpuraaw Aboriginal Shire Council
- Torres Strait Island Regional Council
- Torres Shire Council
- Woorabinda Aboriginal Shire Council
- Wujal Wujal Aboriginal Shire Council
- Yarrabah Aboriginal Shire Council

## Mitigation works

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Funding support is available for disaster affected community organisations for projects which will mitigate the effect of future disaster events on infrastructure. Mitigation support may include aspects such as drainage and materials, surfaces and fixtures that are more resilient to damage. A clear rationale for improving the infrastructure will need to be established in the application to be eligible for mitigation support.

## Privacy

The Applicant consents to its information being collected and stored for the purposes of administering, managing and promoting the funding services provided by the RACQ Foundation. As required for this purpose, the RACQ Foundation may disclose such information to The Royal Automobile Club of Queensland Limited and its associated entities (RACQ Group) and to third parties, including but not limited to contractors, service providers, suppliers and Australian regulatory authorities. Such information may also be disclosed to third parties for the purpose of undertaking reference checks or making informal enquiries in relation to the Applicant and their application. The Applicant agrees that where it provides the personal information of any of its members or associated individuals, the Applicant does so with the full and proper consent of those persons. The Applicant consents to the RACQ Foundation and the RACQ Group using the Applicant's name and other identifying marks (such as the Applicant's logo) and other material provided by the applicant as part of their application or at a later date, on RACQ Foundation and RACQ Group promotional material including media releases, annual reports, brochures and on the RACQ Group website for an unlimited period without remuneration. All applications are the property of the RACQ Foundation. For further information please refer to the RACQ Privacy Policy available on the [RACQ website](#)

## Confirmation of Eligibility

### **Before proceeding, please confirm the following:**

- you have read and understood the eligibility criteria
- you have read and understood the programs RACQ Foundation will not consider funding
- you are able to demonstrate alignment between your project and the aims of this program
- your organisation is a not-for-profit organisation
- your proposed project is located in Queensland
- your organisation is able to demonstrate financial viability
- your organisation has the appropriate type and level of insurance for the activities that are the subject of this grant

**You must confirm that all statements above are true and correct. \***

☐ Yes

## Organisation Contact

\* indicates a required field

## Applicant

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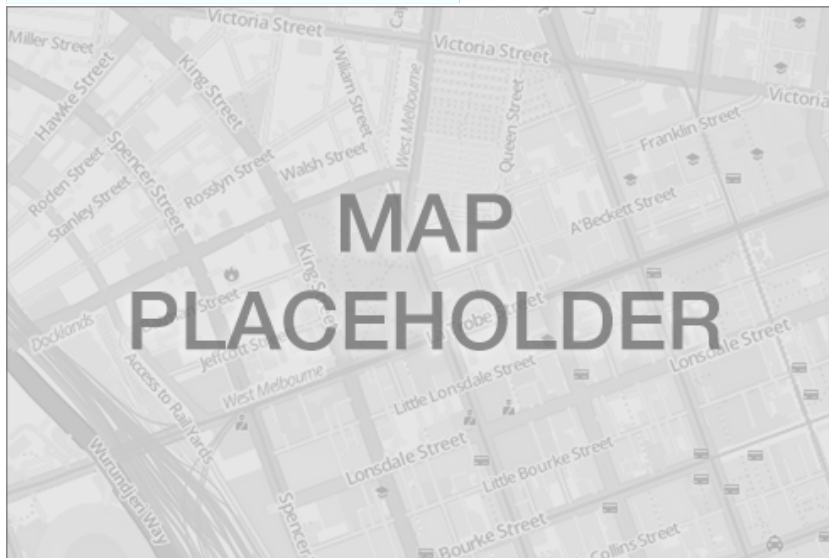
### Organisation Name \*

Organisation Name

Community Organisation / Club / Charity Name / Other (ensure you provide name as it is listed in official documentation).

### Organisation street address \*

Address

### Local Government Area your organisation is located in:

Automatic response following typing in your organisation's street address.

### Organisation postal address \*

Address

(If different from street address)

### Organisation primary phone number \*

Please do not provide a personal phone number, if possible.

### Organisation email address \*

Please do not provide a personal email address, if possible.

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### Organisation website

Must be a URL.

### Primary Contact Details

#### Primary contact \*

Title First Name Last Name

This is the person we will correspond with about this grant.

#### Position held in organisation \*

e.g., Manager, Director or Fundraising Coordinator.

## Organisation Background

\* indicates a required field

#### Date the organisation was established \*

Please select a date

#### Provide a brief description of your organisation's background and purpose \*

Word count:  
(limit of 100 words)

#### What type of not-for-profit organisation are you? \*

- ☐ Education
- ☐ Sports
- ☐ Healthcare
- ☐ Animal welfare
- ☐ Economic development
- ☐ Environment
- ☐ Climate change
- ☐ Arts and culture
- ☐ Human and social welfare
- ☐ Emergency relief
- ☐ Human rights
- ☐ Religious or faith-based
- ☐ Research body
- ☐ Community group

Please choose the option that best applies to your organisation

#### Detail the characteristics of your target beneficiaries \*

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Word count:

For example, age, geographic location, socio-economic status, etc (limit of 100 words)

### Organisation's current initiatives and achievements \*

Word count:

Please summarise the current key projects and achievements of your organisation (limit of 100 words)

### What is your organisation's legal structure? \*

- ☐ Unincorporated association
- ☐ Incorporated association
- ☐ Cooperative
- ☐ Company limited by guarantee
- ☐ Indigenous corporation, association or cooperative
- ☐ Organisation established through specific legislation
- ☐ Trust
- ☐ Unknown

### Number of members / community members who benefit from your organisation \*

For example, number of members in your sporting club (must be a number)

### Provide numbers of paid staff \*

(must be a number)

### Provide numbers of volunteers \*

(must be a number)

## Organisation Financial Information

\* indicates a required field

Please ensure the financial information provided in the below fields is from your last annual review statement.

### What is your organisation's annual revenue? \*

- ☐ Less than \$50,000
- ☐ \$50,000 or more, but less than \$250,000
- ☐ \$250,000 or more, but less than \$1 million
- ☐ \$1 million or more, but less than \$10 million
- ☐ \$10 million or more, but less than \$100 million
- ☐ \$100 million or more

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Your revenue includes grants, donations, and other fundraising activities, fees for services, sale of goods, interest, royalties and in-kind donations that have been included in your accounts as 'revenue'. The Australian Charities and Not-for-profits Commission (ACNC) has more detailed information here: <https://www.acnc.gov.au/tools/topic-guides/revenue>.

### Current assets \*

Please refer to your financial statements (must be a dollar amount)

### Total liabilities \*

Please refer to your financial statements (must be a dollar amount)

### Unrestricted cash / cash or cash equivalents \*

Please refer to your financial statements (must be a dollar amount)

### If you have a large unrestricted cash balance, please explain why your organisation cannot self-fund the project

(if applicable)

### Restricted cash \*

Please refer to your financial statements (must be a dollar amount)

### Date of financial statements

(please enter a valid date)

### What is your organisation's main source of income? \*

- ☐ Donations
- ☐ Bequests
- ☐ Sale of goods and services
- ☐ Membership fees
- ☐ Government grants
- ☐ Sponsorships
- ☐ Other:

You must select at least one response

### Is your organisation registered for GST? \*

- ☐ Yes
- ☐ No
- ☐ Unsure

You must select at least one response

### Is your organisation registered for DGR?

- ☐ Yes

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- ☐ No  
☐ Unsure

You must select at least one response

### Does your organisation have an ABN? \*

- ☐ Yes ☐ No

### Applicant ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

As you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO website](#).

### Please upload completed Statement of Supplier Form. \*

Attach a file:

Max 25mb per file uploaded

### What is your incorporation number? \*

Incorporated Association or Australian Company Number

## Project Details

\* indicates a required field

### Name of project / activity \*



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Word count:

Provide a name for your project / program / initiative (limit of 25 words)

### Value of funds requested \*

Amounts of up to \$25,000 with requests for amounts of up to \$50,000 in exceptional circumstances only. This is the total value of funds you are requesting for this grant application (must be a dollar value).

### Detail how the weather event(s) impacted your organisation and your community \*

Word count:

(limit of 50 words)

### Does your organisation (or third party such as a landlord) have insurance that covers damage for any or part of the project where funding is being requested? \*

Word count:

(limit of 50 words)

### Details of any existing mitigation works undertaken prior to the natural disaster \*

Word count:

(limit of 50 words)

## Project Details

### Which natural disaster does your project relate to? \*

- ☐ Drought
- ☐ Flooding
- ☐ Cyclone
- ☐ Bushfire
- ☐ Other:

You must select at least one response

### When did the natural disaster(s) occur?

Please include the year e.g. 2024.

### Please select which category type best suits your project needs: \*

- ☐ Capital works (new buildings, renovations, building upgrades)
- ☐ Equipment (PPE, machines, sporting equipment)
- ☐ Technology assistance (digital services, connectivity)

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- ☐ Human services (mental health, wellbeing programs, domestic violence)
- ☐ Other:

You must select at least one response

### **Brief description of project \***

Word count:

Be descriptive, but succinct. Include a brief summary of the beneficiaries, the activities you will perform and the expected outcomes (limit of 150 words)

### **Set out the main purpose of the project and details of any equipment or materials to be purchased and / or works to be conducted \***

Word count:

If relevant, include whether the property or equipment was insured and details of any claims made in relation to the damage (limit of 250 words)

### **For new mitigation works, detail the underlying requirement for the works and how this was identified and any relevant history of natural disasters that highlight the need for the works (if applicable) \***

Word count:

(limit of 250 words)

### **Number and location of people who will benefit, detailing the characteristics \***

Word count:

For example, age, geographic location, socio-economic status, etc (limit of 100 words)

### **Project impact on local community \***

Word count:

(limit of 100 words)

### **Details of any other organisations completing similar work and what makes this project different (if applicable)**

Word count:

(limit of 100 words)

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**How will the project be sustained once the funds have been expended (if applicable)?**

Word count:  
(limit of 100 words)

**What would happen if the funding was not approved? \***

Word count:  
(limit of 100 words)

**Can the organisation self-fund this project through cash reserves?**

- ☐ Yes  
☐ No

You must select at least one response

**Please explain why the project has not yet been funded and why you need this grant application \***

Word count:  
(limit of 100 words)

**Does the organisation have any other options to fund the project? For example, Government grants, other funding, existing cash reserves.**

Word count:  
(limit of 100 words)

## Referees

Provide the name and contact details of any individuals or organisations outside of your organisation, who would be willing to speak or write to the RACQ Foundation in support of your application.

### Referee 1

- ☐ Individual      ☐ Organisation  
Organisation Name

First Name      Last Name

### Referee 1 Position

### Referee 1 Mobile Phone Number

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Must be an Australian phone number.

### Referee 1 Office Email

Must be an email address.

### Referee 2

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

### Referee 2 Position

### Referee 2 Mobile Phone Number

Must be an Australian phone number.

### Referee 2 Office Email

Must be an email address.

## Project Budget

\* indicates a required field

#### Total Amount Requested

\$

This number/amount is calculated.  
What is the total financial support you are requesting in this application? This should be the same amount you requested on the 'Project Details' page.

#### Total Project/Program Cost \*

\$

What is the total budgeted cost (dollars) of your project?

## Budget (GST inclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST inclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community grant', 'trivia fundraising night', 'company X sponsorship'. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.

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Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT). Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

Income Description	Income Type	Confirmed Funding?	Income Amount	Notes
			\$	

Expenditure Description	Expenditure Type	Expenditure Amount	Notes
		\$	
		\$	
		\$	
		\$	
		\$	

## Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

## How did you hear about RACQ Foundation?

\* indicates a required field

\*

- ☐ Social media
- ☐ TV Marketing
- ☐ RACQ Foundation email
- ☐ Word of mouth
- ☐ Internet search
- ☐ Other:

You must select at least one response

## Project Timeline

\* indicates a required field

Total duration of project

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Word count:

Estimated time to complete project - e.g: 2 weeks. If your grant is successful, your funding agreement will stipulate the maximum length of time for your project which is usually no more than 6 months (limit of 50 words).

### Project schedule timeline \*

Word count:

List the implementation timeline to execute the project including dates/weeks (limit of 150 words)

### Evaluation measures \*

Word count:

Explain how and by whom the effectiveness and benefits of your project will be measured, monitored and reported (limit of 150 words)

### Outcomes and anticipated benefits of the project or activity \*

(limit of 100 words)

## Partner Organisations

If applicable, please provide details of the primary partner organisation associated with your proposed project or activity. Briefly outline their role/contribution and contact details.

### Is there a partner organisation associated with your proposed project? \*

- ☐ Yes  
☐ No

You must select at least one response

If you answered 'yes' to the question above, please complete the details below.

#### Primary partner organisation details:

- ☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

### Partner ABN

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The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Partner Office Phone Number

Must be an Australian phone number.

### Partner Office Email

Must be an email address.

### What contribution does this partner organisation provide for the project?

Word count:  
(limit of 100 words)

## Document Attachments

### Organisation Verification Documents

Please provide any attachments available below. Any supporting documentation that you can provide below will assist us in reviewing and verifying your organisation.

#### Organisation Annual Report

Attach a file:

A copy of your most recent annual report (preferably audited).

#### Organisation GST Status

Attach a file:

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Include details if your Organisation is registered for GST.

### Organisation DGR Status

Attach a file:

If your organisation has Deductible Gift Recipient status, please attach either a copy of the letter of endorsement from the Australian Tax Office or a copy of your status.

### Organisation Proof of Tenure

Attach a file:

If your application relates to the reconstruction, replacement or repair of real estate, please provide proof of tenure (e.g. copy of Certificate of Title, Lease and License Agreement). If you do not own the land, please provide copies/details of the Landowner's consent to the works.

### Organisation Insurance

Attach a file:

If your project is in relation to the equipment and / or property to be replaced or repaired, please provide evidence of any insurance in relation to the equipment and / or property. Please provide copies of any correspondence in relation to claims relating to the repair and replacement of the equipment or property.

## Project Related Documents

Please provide any attachments available below. Any supporting documentation that you can provide below will assist us in reviewing and verifying your project.

### Building Work Approvals

Attach a file:

Please provide copies of all Local Authority and other approvals required to conduct any works (if applicable).

### Photographs / Drawings 1

Attach a file:

If any photos or drawings of how weather events have impacted your club/organisation showing damage or the proposed project are available - please provide in the fields below, especially if they assist with explaining your project.

### Photographs / Drawings 2

Attach a file:

If any photos or drawings of how weather events have impacted your club/organisation showing damage or the proposed project are available - please provide in the fields below, especially if they assist with explaining your project.



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### Photographs / Drawings 3

Attach a file:

If any photos or drawings of how weather events have impacted your club/organisation showing damage or the proposed project are available - please provide in the fields below, especially if they assist with explaining your project.

### Quote 1

Attach a file:

Successful applicants will need to provide multiple quotes to demonstrate that the project or works represents value for money (if applicable).

### Quote 2

Attach a file:

Successful applicants will need to provide multiple quotes to demonstrate that the project or works represents value for money (if applicable).

### Quote 3

Attach a file:

Successful applicants will need to provide multiple quotes to demonstrate that the project or works represents value for money (if applicable).

### Grants and Government Assistance Programs

Attach a file:

Please provide details of any successful grant applications or government assistance received, as related to the project (if applicable).

## Certification and Feedback

\* indicates a required field

### Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the funding agreement.**

**I agree \***

☐ Yes

**Name of authorised person \***

Title

First Name

Last Name

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Must be a senior staff member, trustee or appropriately authorised volunteer

**Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact phone number \***

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

**Contact Email \***

Must be an email address.

**Date \***

Must be a date

## Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process:**

☐ Very easy    ☐ Easy    ☐ Neutral    ☐ Difficult    ☐ Very difficult

**How many minutes in total did it take you to complete this application?**

Estimate in minutes i.e. 1 hour = 60

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**